

ADMINISTRATIVE - INTERNAL USE ONLY

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION  
NO. 20-14

PERSONNEL  
26 March 1974

DIRECTOR'S OPPORTUNITY POSITION PROGRAM

1. The Director's Opportunity Position Program was established to provide deserving disadvantaged, non-professional NPIC employees the experience and training needed to qualify for professional or technical careers. Selection is based on an individual's interest, ability, and need for special opportunity and training. The Program is administered by the Director's Opportunity Panel.

2. The following procedures will be implemented with the next group of vacancies:

A. IDENTIFICATION OF OPPORTUNITY POSITIONS

The Director's Opportunity Panel will call upon each Group and Staff, one or more times each year, to designate the number and type of opportunity positions the Group or Staff will make available for the Opportunity Position Program. The Director's Opportunity Panel will review the nominations of opportunity positions, to insure that they are in fields with future advancement potential.

B. ADVERTISEMENT OF VACANCIES

Opportunity positions will be advertised throughout NPIC. In some cases, a one- or two-day workshop will be made available for those interested in an orientation to a job prior to application.

C. EVALUATION OF APPLICANTS

The immediate supervisor of each applicant will prepare a written summary of the individual's potential and qualifications. This evaluation should address advancement potential and need not relate specifically to the job for which the individual is applying. The evaluation will discuss the professional potential of individuals in terms of one of four categories which are similar to the numerical ratings of the Competitive Evaluation Rating (CER) system.

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NPIC INSTRUCTION NO. 20-14

PERSONNEL

1. The individual possesses professional qualities or proven skills;
2. The individual shows promise of professional or skill development;
3. The individual's potential is difficult to judge, based on current level of job skills or education;
4. The individual has limited professional potential as regards a professional career at NPIC.

D. DEVELOPMENT PLANS

For individuals who fall into the third and fourth categories, the applicant's supervisor will prepare a brief plan with the individual. This plan is designed to insure that the individual is aware of existing shortcomings and to prepare him or her for future advancement opportunities. The plan should address counseling or specific training which will be undertaken. In the case of those individuals in the fourth evaluation category, counseling may include consideration of careers outside of NPIC.

E. DIRECTOR'S OPPORTUNITY PANEL REVIEW

Applications, along with evaluations and development plans, will go through normal channels to the Director's Opportunity Panel for review. Panel members will add any comments they feel appropriate. For example, they may recommend that an applicant with unusually high qualifications (such as those in Evaluation Category 1) not be considered under this Program but be referred to the Career Development Office.

F. SELECTION

The entire package will be sent to the selecting supervisors for interviews and selection decisions. These decisions will be approved by the appropriate Group or Staff Chief. The package will then be returned to the Director's Opportunity Panel.

G. FOLLOW-UP ACTION

1. Initial Assignment - Trainees will be assigned to the Center's Development Complement while in a training status. During this time the hiring office will pay their salaries and training costs.

ADMINISTRATIVE - INTERNAL USE ONLY

NPIC INSTRUCTION NO. 20-14

PERSONNEL

2. Training Plan - Within ten days after the trainee begins the new position, the supervisor will, in consultation with the employee, prepare a tailored training plan which should reflect the nature, content, and extent of the training anticipated during the year. The supervisor is welcome to use the assistance of the Panel and its advisors in preparing the plan. Upon completion of the plan, the supervisor will be prepared to discuss his plan with the Panel. The Panel hopes to benefit by keeping abreast of the training approaches and techniques used throughout the Opportunity Program.

3. Initial Training Period - The initial training period will be one year. But because of the nature of each training discipline, and based on individual need, an extension or modification of this period may be necessary. This, however, will be considered on an individual basis, upon completion of the first year of training.

4. Supervisor's Quarterly Progress Report - Trainee supervisors will be required to prepare a written progress report every three months. This report should include an evaluation of the trainee's capability of fulfilling the program. Upon completion of each report, the supervisor will discuss its contents with the trainee and send a copy to the Chairman, Opportunity Panel.

5. Panel Quarterly Conference with Supervisor - After completion of the Quarterly Progress Report, each trainee's supervisor will meet with the Panel to discuss the trainee's progress, changes in Training Plan, problems encountered, etc. It is hoped that through this medium benefits mutually profitable to the supervisor and Panel will result.

6. Panel Quarterly Conference with Trainee - After the supervisor has completed and discussed the Quarterly Progress Report with the trainee, the Panel will meet with the trainee. This will provide the Panel and trainee the opportunity to discuss topics of mutual benefit and concern which can be used to improve the Opportunity Program.

7. Promotion Eligibility for Trainees - Trainees are to be considered for promotion during their training periods based upon the same criteria applicable to other NPIC employees--i.e., job performance, competitive evaluation, and time-in-grade. Supervisors will evaluate the overall performance and potential of trainees and submit promotion recommendations through normal administrative channels, whenever warranted.

ADMINISTRATIVE - INTERNAL USE ONLY

NPIC INSTRUCTION NO. 20-14

PERSONNEL

8. Termination of Training - If, for some reason, it becomes necessary to terminate training because it appears unprofitable, then the trainee will be reassigned. The reassignment need not, however, be the same one he/she occupied before becoming a trainee.

9. Upon satisfactory completion of the approved training program, the trainee will be permanently assigned in his new office.



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